

Reference Number: 400-08-DD

Title of Document: Establishing and Filling Personnel Positions

Date of Issue: May 28, 1987

Effective Date: May 28, 1987

Last Review Date: March 20, 2006 **NO REVISION**

Date of Last Revision: September 1, 1996

Applicability: All DDSN State Employees

**The language in this policy does not create an employment contract between the employee and the Department of Disabilities and Special Needs (SCDDSN). SCDDSN reserves the right to revise the contents of this policy, in whole or in part.**

Request for the establishment of new positions, or the reclassification of an existing position to a higher or lower band will be forwarded to the Central Human Resource Management Office. The justification, position description and organizational charts will be reviewed and approved or forwarded to the State Office of Human Resources for classification action. The division will be notified promptly of the final action concerning the position. No definite commitment should be made to a prospective employee pending final notification.

New positions and existing positions are normally filled or refilled at the minimum salary of the appropriate band/level. It is recognized that qualifications and experience of an employee and conditions of the labor market may, at times, justify a higher starting salary. In such cases, District Directors/Facility Administrators may request an above the minimum salary subject to final approval of the Central Human Resource Management Office and/or the State Office of Human Resources. Sufficient information must be included in the request for DDSN and the Office of Human Resources to make an adequate appraisal of the recommended action. Employees recommended for initial hiring above the minimum should be informed that requested salary is tentative until approved by the Central Human Resource Management Office and/or the State Office of Human Resources

All official offers of employment must be issued in writing by the DDSN Director of Human Resource Management or a DDSN District Director of Human Resource Management. No other DDSN employees are authorized to make offers of employment or salary commitments.

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